

PMI-OC Chapter

Open Volunteer opportunities – January 2, 2026

For more Details, please contact Stephane Savary - director.volunteers@pmi-oc.org

Operations	
<p>Mentorship</p> <ul style="list-style-type: none"> ● Director of Mentorship Program <p>Job – Manage a 4 or 6 month Mentorship Program, which includes 3 milestone events: Cohort Kick-off, Midpoint Mixer, and Graduation</p> <p>Click here - For more detail</p> <p>Time Commitment – 10-15 hours per month</p> <ul style="list-style-type: none"> ● Mentorship Coordinator <p>Job – Ensure that the new mentor-mentee candidates are paired together</p> <p>Click here - For more detail</p> <p>Time Commitment – 4-10 hours per month</p> <p>Education</p> <ul style="list-style-type: none"> ● PM – Education Program (3) <p>Job – As a PM, support the Education Program</p> <p>Click here - For more detail</p> <p>Time Commitment – 10-15 hours per month</p>	<p>Industry Affinity Group</p> <ul style="list-style-type: none"> ● Event Project Manager <p>Job – Organize impactful events which serve and grow the PMI-OC membership</p> <p>Click here - For more detail</p> <p>Dinner/Breakfast Program</p> <ul style="list-style-type: none"> ● Dinner Program Coordinator <p>Job – Help plan dinner and other events and coordinate tasks</p> <ul style="list-style-type: none"> ● Dinner Program Manager <p>Job – Manage the successful planning and execution of Dinner/Breakfast meetings</p> <ul style="list-style-type: none"> ● Dinner Program Architect <p>Job – TBD</p> <p>Book Club - None</p>
Administration & Technology	
<p>Information Technology (IT) - None</p> <p>Online Programs</p> <ul style="list-style-type: none"> ● Pivotal Webinar Lead <p>Job – As a lead, support and help with Webinars setup for PMI-OC</p> <p>Time Commitment – 10-12 hours per month</p> <ul style="list-style-type: none"> ● Webinars Support Specialist <p>Job – Support different Project Management related Webinars to provide top-notch info for the community</p> <p>Time Commitment – 5-10 hours per month</p> <ul style="list-style-type: none"> ● Webinars Support Leader <p>Job - Support different Project Management related Webinars to provide top-notch info for the community</p> <p>Time Commitment – 5-10 hours per month</p>	<p>Publications</p> <ul style="list-style-type: none"> ● SEO/WP Coordinator <p>Job – Help with publications</p> <p>Time Commitment – 5-10 hours per month</p> <ul style="list-style-type: none"> ● Content Contributor Chair <p>Job – Help with content review, finalize and publish for the PMI Newsletters</p> <p>Time Commitment – 5-10 hours per month</p> <ul style="list-style-type: none"> ● Content Contributor <p>Job – Help with content review</p> <p>Knowledge Management & Business Processes - <u>None</u></p>
Finance	
<p>Financial Accounting</p> <ul style="list-style-type: none"> ● Financial Accounting Project Manager <p>Budgeting and Forecasting</p> <p>Job – Take on special projects for the Financial Accounting department</p> <p>Click here - For more detail</p> <p>Time Commitment - 15-20 hours per month</p> <ul style="list-style-type: none"> ● Accounts Payable <p>Job – Issue checks and electronic payments</p> <p>Time Commitment - 5-10 hours per month</p>	<p>Finance Events</p> <ul style="list-style-type: none"> ● Ad Hoc Events Coordinator <p>Job – Help with coordinating the finance aspects of the PMI-OC events.</p> <p>Time Commitment – 10-15 hours per month</p> <p>Advanced Topic Seminars (ATS) - None</p>

<ul style="list-style-type: none"> ● Accounts Payable Special Projects PM Job – Issue checks and electronic payments Special Projects Time Commitment - 5-10 hours per month ● Finance Department Bank of America Lead Job – Reconcile the PMI-OC checking accounts to the source deposits and withdrawals Click here - For more detail Time Commitment - 3-5 hours per month 	<p>Contracts</p> <ul style="list-style-type: none"> ● Contract Manager (2) Job – Assist PMI-OC with contract-related activities including reviewing, drafting, negotiating, and managing contracts Click here - For more detail Time Commitment - 10-20 hours per month
<p>Communications</p>	
<p>Digital Media</p> <ul style="list-style-type: none"> ● Multimedia Lead Time Commitment - 5-10 hours per month	<p>Marketing - None</p> <p>Career Development - None</p>
<p>Strategy</p> <ul style="list-style-type: none"> ● Board of Governor Deputy Job – Support the Strategy team with helping to coordinate and facilitate the mid-year, annual review meetings and other BOG/COD meetings Click here - For more detail Time Commitment – 5-10 hours per month ● Strategic Planning <ul style="list-style-type: none"> ● Strategy PM (2) Job – Responsible to lead definition of & monitor long term and annual plans for PMI OC Click here - For more detail Time Commitment – 5-10 hours per month 	<p>PMO – None</p> <p>Volunteer Team</p> <ul style="list-style-type: none"> ● Volunteer Recognition Manager Job – Recognize outstanding volunteers Click here - For more detail Time Commitment – 5-10 hours per month ● Volunteer Relations Manager Job – Manage the volunteer relations, reach out to volunteers to check on a regular basis Click here - For more detail Time Commitment – 5-10 hours per month
<p>Programs</p>	
<p>Sponsorship</p> <ul style="list-style-type: none"> ● Sponsorship Specialist (2 Positions) Job – Recruit, manage and coordinate the sponsorship activities of PMI-OC Time Commitment – 5-10 hours per month Click here - For more detail <p>Community Outreach - None</p>	<p>Professional Development (PDD) - None</p> <p>Networking</p> <ul style="list-style-type: none"> ● Networking Specialist Job – Responsible for planning, organizing, and coordinating various types of social networking events Time Commitment – 12-20 hours per month
<p>Memberships</p>	
<p>NMO Team</p> <ul style="list-style-type: none"> ● NMO Manager Job - Responsible for the end-to-end execution of our bi-monthly New Member Orientation events Time Commitment - 5-10 hours per month Click here - For more detail ● NMO coordinator Job - Assist the end-to-end execution of our bi-monthly New Member Orientation events Time Commitment - 5-10 hours per month Click here - For more detail 	<p>Academic Outreach - None</p> <p>Military (Veterans) Outreach - None</p> <p>Membership Team</p> <ul style="list-style-type: none"> ● Members Recruitment Manager Job – Help recruit new members to the chapter Time Commitment – 0.5-3 hours per week ● Corporate Outreach <ul style="list-style-type: none"> ● Relationship Manager (3) Job – Develop and maintain relationships with Project Management Office Leaders at companies in Orange County Click here - For more detail Time Commitment - 3-5 hours per week